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AFGHANISTAN

Solicitations open to: Afghan Nationals Only
Position Title: Project Management Specialist (Gender)
Type of vacancy: Multiple
Opening date: October 25, 2017
Closing date: November 7, 2017
Work hours: 40 hours (Full time)
Position Grade: FSN-11
Vacancy announcement #: USAID/306/18/03/GO

Female candidates are strongly encouraged to apply

The United States Government (USG), represented by the U.S. Agency for International Development (USAID) Mission in Afghanistan, is seeking applications from qualified Afghan Nationals to perform duties as a **Project Management Specialist (Gender)** under a personal services contract, as described in this solicitation.

BASIC FUNCTION OF THE POSITION:

The Project Management Specialist (Gender) position is located in the Gender Office (GO), one of the technical offices in the USAID/Afghanistan Mission. Under the general supervision of the Gender Office Director/Deputy Director, the incumbent serves as a Program/Project Manager and the Mission's professional specialist with particular emphasis on strengthening gender practices in Afghanistan. The Incumbent has a wide range of duties to include budgeting, work planning, consultative, advisory, monitoring, management, data collection, analysis and evaluative services in specific areas of expertise. The Incumbent may engage in relationships with Afghan government officials, non-governmental development professionals in across multiple ministries, international donors and private-sector entities, Washington level technical staff, and Interagency partners; with the end goal of coordinating innovative and responsive USAID programs that attain desired results. The Incumbent designs, manages and evaluates USAID gender initiatives that promote gender inclusion and balance, that respond effectively to areas of greatest need and development potential of gender in Afghanistan. The Incumbent must be knowledgeable about and committed to the principles of gender equity and integration.

The Project Management Specialist provides expertise and technical assistance focusing Gender Office outcomes and impact and integrating that information into USAID/Afghanistan's monitoring and evaluation systems, programming decisions, and collaboration with partners. Incumbent contributes to the Mission's intellectual leadership by helping to coordinate and implement Gender Office capacity in the following areas: Performance Monitoring and Evaluation, Documentation and Reporting, and Program Coordination. The ability to keep Mission Senior Management up-to-date with all issues that affect project performance and the incumbent's contribution to ensuring the implementation of the multi-tiered monitoring approach will provide the evidenced-base data on which the leadership can act upon.

The incumbent is required to exercise extensive judgment in planning and carrying out tasks, in resolving problems and conflicts, and in taking steps necessary to meet deadlines. The

Incumbent contributes to the management of the overall Gender Office portfolio. The incumbent performs Contracting Officer Representative (COR) duties, including serving as the technical liaison between the Contracting Officer (CO) and the contractor. This position calls for flexibility, reacting to changing priorities, developing quick, accurate analyses, an ability to work under pressure, and a willingness to assume other job responsibilities for short periods of time due to the absence of staff in the Gender Office.

MAJOR DUTIES AND RESPONSIBILITIES:

This position serves as the Project Management Specialist in the form of Contracting/Agreement Officer Representative for the Gender Office awards that promote gender empowerment/equity and capacity building. These awards range from \$1 to \$71 million totaling approximately \$300 million. The incumbent is responsible for project design, management and implementation. As Contracting/Agreement Officer Representative (C/AOR) the incumbent monitors the award recipient's progress in achieving the objectives of the Contract or Program Description and verify that the recipient's activities conform to the terms and conditions of the award. The Incumbent provides performance management guidance, contributes to strategy and project design development, monitoring and evaluation and ensures lessons learned and best practices are shared among the wide community of practice.

The incumbent also prepares scopes of work and illustrative budgets for new and follow-on activities, evaluations, and other related efforts. Reviews, and approves proposals and work plans as required. Monitors performance through the multi-tiered monitoring system, written reports, and regular communication with implementers and recipients. Identifies delays and problems with projects and collaborates with the contracting officer and the gender office team to formulate pragmatic solutions. Records findings and follow-up actions in monitoring reports and files. Researches and provides implementers with information or, if needed, appropriate guidance on USAID strategies, regulations and instructions on how to comply with them. Monitors project financial reports, vouchers, accruals and disbursements. Prepares authorizations for signature of responsible superiors. Responds to requests for information from authorized auditors and/or investigators. Consistent with the overall Mission strategy and work plans, the incumbent independently cultivates/maintains contacts and dialogue with local partners.

In execution of Program Management responsibilities the incumbent analyzes and reports on those aspects of assistance activities in Afghanistan relating to gender. Using published and unpublished sources, and where necessary, conducting research of a qualitative and/or quantitative nature, assesses the progress and impact of new developments and interventions regarding assigned areas. On the basis of U.S. strategy, mission guidance, collaboration with gender office and contracting office contacts and research findings, the incumbent recommends approval, modification, or rejection of project objectives, approaches, timing, and scope, as appropriate. Reviews the analysis of policy documents of government and non-governmental organizations of Afghanistan and other donors operating in the country to identify opportunities for future USAID interventions in support of gender programming. Drafts annual and semi-annual performance reviews, Operational Plan, Performance Plan Report, and other required reports as necessary. Briefs officials from the United States and Afghanistan along with contractor representatives on activity performance. Participates in strategy reviews, portfolio reviews, quarterly financial reviews and regular gender office coordination meetings. Provides technical justifications for new activities and for changes to ongoing activities and programs. The incumbent must achieve full command of all mission development management functions such as keeping appropriate records, financial management, work planning, budgeting, monitoring, evaluation, in order to ensure that implementing partners are performing according to USAID guidance and standards. The incumbent is expected to report on economic, political, cultural and social factors; assistance objectives and methodology; and needed inputs and expected results. Serves as Gender Office representative, as required. The candidate also attends meetings and coordinates with other technical officers as appropriate for their activity.

The incumbent supports the Office Director and Deputy Director in the management and monitoring of the overall Gender Office portfolio. The incumbent also ensures coordination with other relevant projects in the Gender Office and across the Mission executing projects with

components that serve to strengthen gender equity principles. The incumbent also assists the Gender Office leadership to ensure that Mission gender activities complement initiatives sponsored by other U.S. Government agencies and their Government of Afghanistan counterparts.

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:

Education: A Bachelor's Degree in gender, international studies, development, mathematics, economics, social sciences, humanities, English or other language, health, business management, business administration, public administration, finance, psychology, or philosophy is required (Education requirement must be met at the time of application for the subject position).

Work Experience: A minimum of five (5) years of relevant experience with a proven track record of programmatic accomplishment and professional achievement. The incumbent must have a demonstrated practical experience with monitoring and evaluation and budget management that demonstrates knowledge about the local conditions, capacities and challenges of Afghanistan, and/or experience that demonstrates increasing responsibility for managing, analyzing, coordinating, and guiding significant research, analytical, or project management efforts. (Work experience requirement must be met at the time of application for the subject position).

Language Proficiency: Level IV (Fluent) of speaking/reading of English language and Level IV (Fluent) in speaking/reading of Dari and/or Pashtu is required. (English language ability will be tested).

Knowledge: A thorough knowledge and understanding of Afghanistan and development efforts that have taken place since 2001. This knowledge must be complemented by a thorough understanding of: 1) the country's economic, political, and cultural characteristics, 2) the social problems, resources, and 3) the context for women's empowerment and gender equity development prospects/priorities for Afghanistan. Must have good knowledge, or the potential to acquire knowledge of; US legislation relating to development assistance, international development, monitoring and evaluation, budget management, programming policies, regulations, procedures and documentation; the objectives and methodology.

Skills and Abilities: The incumbent must have demonstrated ability to exercise sound judgement concerning his/her responsibilities and plan and execute work assignments proactively and independently, be a skilled communicator, be able to work under pressure and produce high-quality results quickly, and be able to predict issues of concern. The incumbent must have strong analytical, financial management, communication, interpersonal and leadership skills, and the ability to prepare and present factual and interpretative reports covering complex subject matters. The incumbent must be able to function collaboratively and productively as a member of a multi-functional team, and must have the ability to work effectively in a team environment to achieve consensus on policies, activities, and administrative matters. Excellent command of software programs for e-mail, word processing, spreadsheets, databases, and graphics presentations required.

HOW TO APPLY:

Applicants are requested to submit a complete application package which must include all required documents to AFPAKjobs@usaid.gov with a **Subject line: Project Management Specialist (Gender) (GO 1803)**.

ANY/ALL application submissions received after the closing date of November 7, 2017 will not be considered.

REQUIRED DOCUMENTS:

1. **Cover memo/email text that outlines how your qualifications and experience meet the selection criteria.**

2. Application for Employment as a Locally Employed Staff (DS-174)
https://af.usembassy.gov/wp-content/uploads/sites/268/Form_DS-174.doc
3. A copy of the DS-174 form can also be downloaded from ACBAR.org under this link
<http://www.acbar.org/applicationform>. Applicants who are accessing this solicitation through jobs.af can download directly from the website AND
4. A current resume or a curriculum vitae

IMPORTANT:

IN ORDER TO HAVE YOUR APPLICATION CONSIDERED, YOU MUST SUBMIT ALL THREE REQUIRED DOCUMENTS. IF YOU OMIT ANY OF THE REQUIRED DOCUMENTS, COVER PAGE, CV or DS-174 FORM, YOUR APPLICATION WILL NOT BE CONSIDERED.

Note:

- Ø Only short-listed candidates will be notified.
- Ø This vacancy is open only to Afghan Nationals.
- Ø Applications with insufficient, incomplete and inconsistent information to make a determination will not be considered.
- Ø No in-person appointments or telephone calls will be entertained.
- Ø Applications submitted as .RAR file will not be accepted by the system
- Ø Candidates who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. At the time of applications, candidates must also meet in full the experience requirement. There is no exception for these requirements.
- Ø Short-listed candidates will be requested to provide educational documents such as degrees, diplomas, certificates and other pertinent documents as needed. Failure to provide the required documentation will result the rejection of their application from further consideration.
- Ø The Agency retains the full right to cancel or amend the solicitation and associated actions.

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